

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

February 27, 2013

**SUBJECT:** ADMINISTERING URINE TEST - REVISED

**PURPOSE:** This Order revises Department Manual Section 4/343.42, *Urine Test*, to ensure consistency with Scientific Investigation Division's requirements for conducting urine sample tests and California Vehicle Code (CVC) requirements. It also revises the booking procedures of urine samples.

**PROCEDURE:** Attached is the revised Department Manual Section for *Urine Test* with revisions indicated in italics. The revised policy distinguishes between administering a urine test to detect alcohol and administering a urine test to detect other drugs. When conducting a urine test to detect drugs other than alcohol, it is no longer required to have the arrestee void his/her bladder prior to collecting the testing sample. A urine test to detect drugs other than alcohol shall only be used when the person has hemophilia or is using an anticoagulant for a heart condition per Section 23612 of the CVC. Any urine sample should be placed in a plastic bag prior to being put in the Analyzed Evidence Envelope.

**AMENDMENTS:** This Order amends Section 4/343.42 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

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**VOLUME IV**  
**Revised by Special Order No. 4, 2013**

**4/343.42 URINE TEST.**

**Location Obtained.** A urine sample shall be obtained from a male arrestee at the booking location, and from a female at:

- Female Jail Unit, Valley Section, when arrested in West Los Angeles, Pacific, or the Valley Areas; and,
- The Area of arrest, when arrested in the metropolitan area.

**Administering Test for Alcohol.** An officer or detention officer of the same sex as the arrestee shall:

- Escort the arrestee to an appropriate restroom facility;
- Instruct the arrestee that he/she must empty his/her bladder;
- Remain present while the arrestee empties his/her bladder;
- Wait twenty minutes, or as soon as possible thereafter, before attempting to collect a urine sample;
- Provide the arrestee with a pretreated urine sample container;
- Ensure that the container is not rinsed prior to sample collection;
- Remain present while the arrestee provides a urine sample; and,
- Ensure that the label identifying the chemist responsible for preparation of the container is not removed.

**Administering Test for Drugs Other than Alcohol.** An officer or detention officer of the same sex as the arrestee shall:

- *Escort the arrestee to an appropriate restroom facility;*
- *Provide the arrestee with a pretreated urine sample container;*
- *Ensure that the container is not rinsed prior to sample collection;*
- *Remain present while the arrestee provides a urine sample; and,*
- *Ensure that the label identifying the chemist responsible for preparation of the container is not removed.*

Protective glove(s) shall be worn when handling a urine sample.

**Note:** A blood test is the only acceptable test to determine a person's drug content. A urine test for drugs other than alcohol shall only be used if the person has hemophilia or is using an anticoagulant for a heart condition.

The Driving-Under-the-Influence Arrest Report (Continuation), Form 05.02.05, shall indicate:

- The time the bladder of the arrestee was first emptied (*alcohol test only*);
- The time the urine sample was collected; and,
- The name of the employee who administered the urine test.

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**Note:** When an arresting officer becomes aware that an arrestee has emptied his/her bladder after coming into the custody of the officer, the twenty-minute waiting period shall begin at the time the bladder was first emptied. The time and circumstances of the emptying shall be recorded on the Driving-Under-the-Influence Arrest Report (Continuation), Form 05.02.05.

**Booking Sample.** The officer booking a urine sample shall:

- Ensure that the lid is placed **tightly** on the container;
- Place a completed Sealed-Evidence Label on the side of the container, and place the defendant's booking number above the officer's serial number when completing the Sealed-Evidence Label. If there is no arrestee, the DR number shall be placed in the space above the booking officer's serial number. When there is more than one suspect and a DR number is used, both the DR number and the last name of the suspect shall be used;
- Complete the Analyzed Evidence To Be Refrigerated Envelope, Form 12.51.01, and check the appropriate box, "Alcohol Analysis" or "Drug Analysis;"
- Place the container *in a plastic property bag, seal the bag, and then place it* in the Analyzed Evidence Envelope;
- Seal the flap of the envelope with a completed Sealed Evidence Label; and,
- Affix the Biohazard Label to the **upper left corner** of the front of the Analyzed Evidence Envelope.

Alcohol and/or opiate urine samples shall be booked in the refrigerated temporary storage locker most convenient for the booking employee. The *Property Division* courier shall be responsible for transporting items to *Property Division* to be analyzed by SID.

**Supervisor Approving.** The supervisor approving the booking of the sample shall inspect the sample vial or container label to ensure that the required identifying information is included.